



NOTICE OF POSITION VACANCY GENERALIST DEPUTY CLERKS CHEYENNE, WYOMING

Job Announcements 2012-01 and 2012-02

PART TIME POSITIONS

(One year and one day with potential for permanent employment)

POSITION TITLE: GENERALIST DEPUTY CLERK

LOCATION: CHEYENNE, WYOMING

**SALARY RANGE: \$34,356 - 55,864 Annually Full time
\$17,178 - 27,932 Annually Part time (20 hours per week)
Salary commensurate with experience**

CLOSING DATE: Until filled - Applications received prior to January 14, 2013 will be given priority.

The Clerk of Court Office in Cheyenne, Wyoming is currently accepting applications for two (2) Part Time Generalist Deputy Clerks. The successful applicants will be responsible for the following duties:

Occupational Information:

Docket Duties:

- Maintains dockets
- Furnishes information regarding case status
- Opens and Closes cases
- Issues notices to parties and bar

Courtroom Duties (Backup):

- Attends court sessions
- Assists with the flow of proceedings, including, setting up the courtroom, managing exhibits and keeping minutes

Intake Duties:

- Is initial contact for the general public, litigants and the bar.
- Answers telephones, screens and routes callers
- Reviews and processes incoming documents
- Accepts fees and issues receipts

Miscellaneous Duties:

Sorts, classifies, images and files case records.
Copying documents for Court personnel, attorneys and general public.
Performs any other duties assigned.

Qualifications:

High school graduate or GED
Two years of general clerical experience
Preferred two years of specialized experience, in a Court or other legal setting
Computer and word-processing experience
Excellent verbal and written communication skills
Self-starter with initiative
Must be able to work well with Judges, the public and co-workers

OTHER INFORMATION

- The Court is not authorized to reimburse candidates for travel or moving expenses.
- This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.
- The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which actions may occur without prior written or other notice.
- All employees are required to adhere to a code of conduct.
- Employees of the U.S. Courts serve under “excepted appointments” and are considered “at will” employees.
- The final candidate will be subject to a background check and fingerprinting.
- Benefits: all benefits federal employees are entitled including 11 paid holidays annually, accrual of vacation and sick leave, participation in Thrift Saving Plan, and health and life insurances.

To Apply:

Submit a detailed resume of education, work experience, and salary history and Form AO 78 (available on our website), together with a cover letter in sealed envelope marked

CONFIDENTIAL, to:

United States District Court
Attention: Chief Deputy
P. O. Box 1348
Cheyenne, WY 82003-1348

Or by email to hr@wyd.uscourts.gov

Note: Applicants selected for interviews will receive a letter or phone call to set up an interview with reference request. All other applications will be kept on file with the Clerk of a period of one year.

* * * EQUAL OPPORTUNITY EMPLOYER * * *